

# Washington County

## Job Description



<b>Title:</b>	Patrol/Correctional Deputy	<b>Code:</b>	
<b>Division:</b>	Operations	<b>Effective Date:</b>	07/08
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	07/09

### GENERAL PURPOSE

Performs a wide range of **working level professional law enforcement duties** related to enforcement or corrections as needed to secure and maintain a safe environment for county citizens and to protect rights as established by federal, state, and local laws.

### SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, Lieutenant or assigned supervising officer.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

**Specialist Designation:** Performs as a specialist in some aspect of law enforcement as assigned; may work exclusively as a patrol officer, corrections officer, detective, school resource officer, juvenile officer, crime prevention officer, training officer, ethnic minority resource officer (EMRO), Drug Court Tracking/CIT Officer, or some other area of specialization; may be assigned as a resident deputy performing a full range of enforcement duties for isolated regions of the county.

**Enforcement & Operations:** Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; performs in and leads search and rescue efforts.

Reports to accident scenes to render first-aid to injured persons, and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accidents.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism; prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses; responds to civil disputes and domestic calls;

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her).

**Investigations:** Investigates auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists county coroner concerning death investigation and transportation of bodies; delivers death and other emergency messages; performs investigation of offenders and performs other typical detective duties in the course of eliminating criminal activities; participates in covert operations.

**Corrections:** Guards inmates in county jail or on outside work crews in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during detention; resolves inmate disputes.

Performs various tasks associated with inmate admissions; books prisoners; reviews offense status and classification (violent, non-violent, etc.) to determine appropriate level of security and confinement; computer enters court commitments, releases, bail, and related inmate information into Spillman.

Observes conduct and behavior of inmates to prevent disturbances and escapes; documents observations; searches inmates (VBC's) and cells for contraband articles; patrols assigned areas for evidence of forbidden activities, infractions of rules and unsatisfactory attitudes or adjustment of prisoners, and reports observations to supervisor; performs inmate supervision during recreation and meal periods; operates inmate commissary; acts as inmate librarian.

**Transport:** Coordinates with records control center and Transport Coordinator as needed to monitor the current status transport assignments; organizes transport schedules shuttling adult and juvenile inmates to various scheduled appearances or appointments, i.e., court hearings, medical treatment, pharmacies, psychological evaluations, attorney offices, and between jail facilities; performs extradition of individuals arrested under a county warrant; coordinates with various local, state and federal agencies as needed.

**Civil Processes & Apprehension:** Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment; locates persons named in criminal warrants and executes the warrants; provides courtroom testimony as required.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from High School or GED; plus, Graduation from (P.O.S.T.) Academy

AND

B. Two (2) years of progressively responsible law enforcement experience.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code; investigative methods and techniques, specialized law enforcement equipment such as radar; county geography, road systems, and boundaries; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures; English, grammar and technical writing skills.

**Skill in** the operation of motor vehicles at high speed and in dangerous situations; skill in the use of firearms, taser, urinary analysis machine, ASP, radio, restraints, computer, etc.

**Ability to** apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. Special Qualifications:

Must be at least 21 years of age. Must pass an extensive background investigation. Must possess a valid Utah State Drivers License. Must be Utah LEO and/or Corrections P.O.S.T. certified or Certifiable. Must work rotating shift work. Must work on-call 24 hours. Must complete 40 hours of training per year to maintain certification.

4. Functions of the position generally performed in an controlled environment. Frequent travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, ie. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)